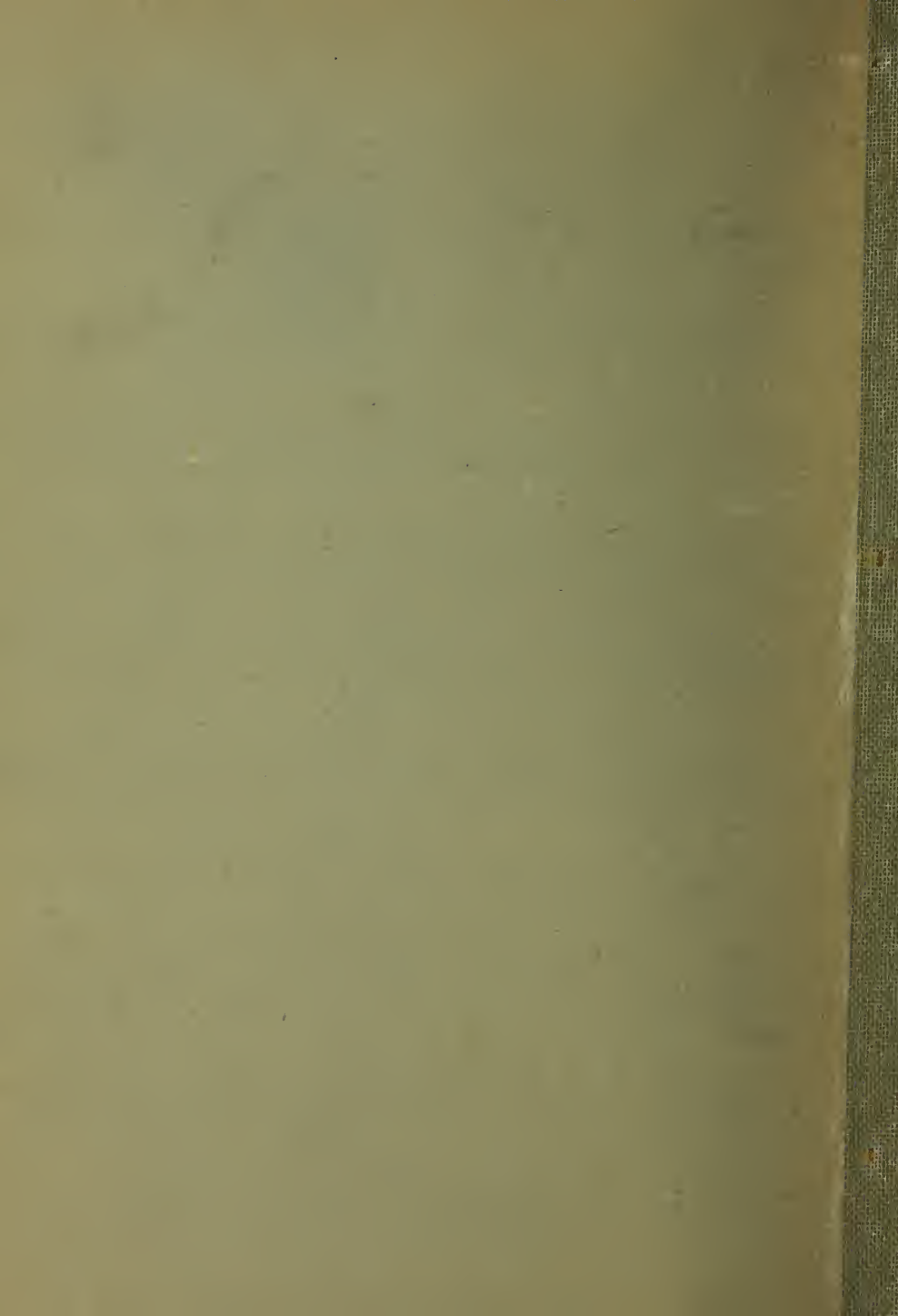


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1917

Trinity college, Hartford, Conn. -- Library
Handbook.



VOLUME XIV

NEW SERIES

NUMBER 2

Trinity College Bulletin



A Handbook of the Library



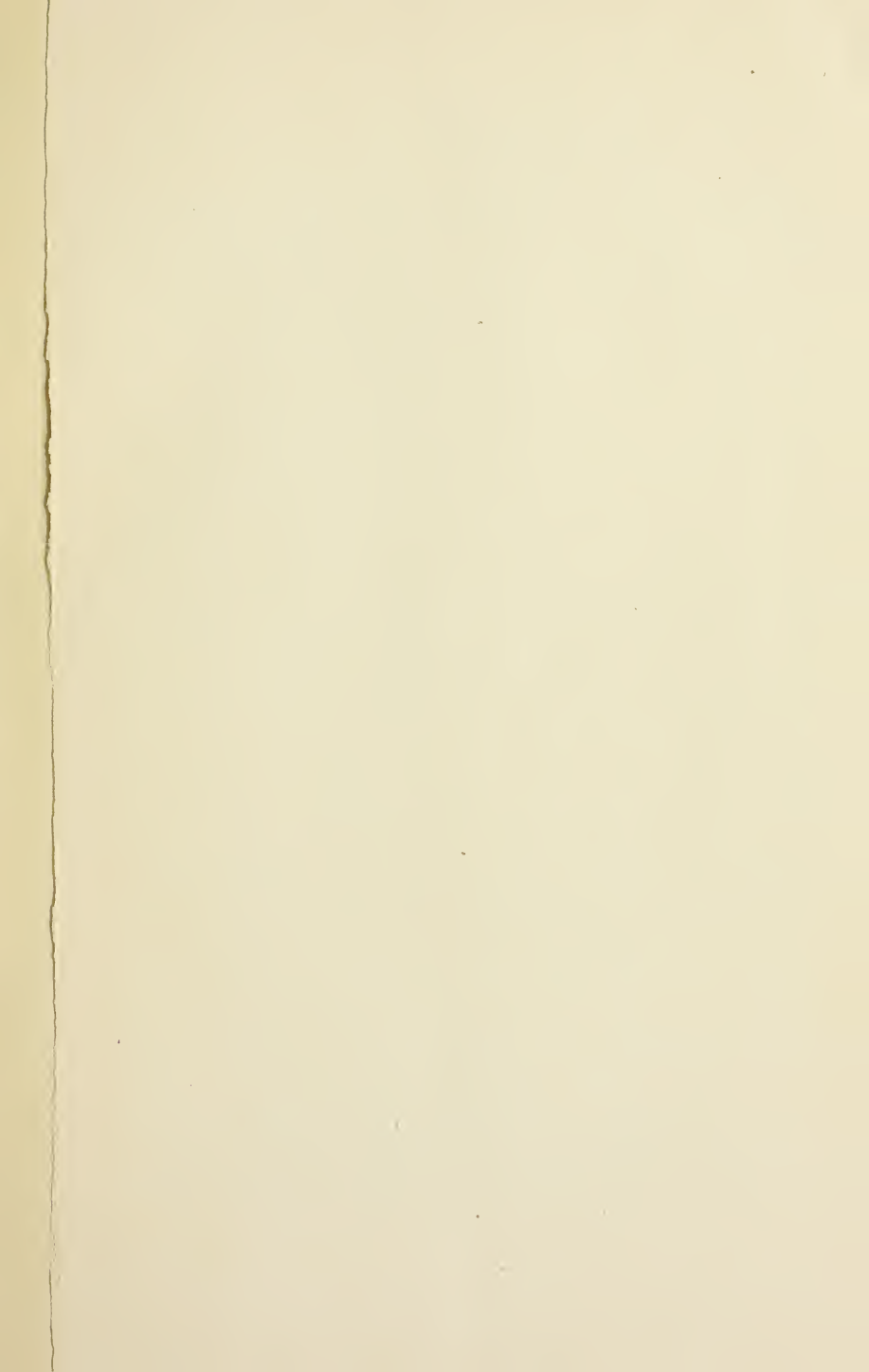
HARTFORD, CONNECTICUT

April, 1917

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MAY 12 1917

TRINITY COLLEGE BULLETIN

Issued quarterly by the College. Entered January 12, 1904, at Hartford, Conn., as second class matter, under the Act of Congress of July 16, 1894. The Bulletin includes in its issues: the College Catalogue, Reports of the President, Treasurer, and Librarian; Announcements and Circulars of Information.





WILLIAMS MEMORIAL

Trinity College Bulletin

A Handbook of the Library of Trinity College



Hartford : Connecticut

April, 1917

Acknowledgment is made for suggestions derived from similar publications issued by other College Libraries.

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1917

Trenton College, New Jersey Library

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THE COMMITTEE ON THE LIBRARY APPOINTED
BY THE CORPORATION.

THE PRESIDENT OF THE COLLEGE.

†THE REV. SAMUEL HART, D.D., D. Can. L., LL. D.

SYDNEY G. FISHER, L.H.D., LL. D.

PROFESSOR ROBERT BAIRD RIGGS, Ph.D.

PROFESSOR ARTHUR ADAMS, Ph.D., LIBRARIAN.

THE LIBRARY STAFF.

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LESLIE WALTER HODDED.

THOMAS KELLEY JAMES.

MARTIN BROWN ROBERTSON.

WALTER GOLDSBOROUGH SMYTH.

†Died February 25, 1917.

PUBLICATIONS.

In addition to the annual reports of the Librarian to the Trustees, the following publications have been issued by the Library.

The Trinity College Bulletin, Vol. 2, No. 4. Official Publications, 1824-1905. 1905. [Edited by the Librarian, William N. C. Carlton.]

The Trinity College Bulletin, Vol. 5, No. 2. A list of the Early Editions and Reprints of the General Convention Journals 1785-1814 in the Library of Trinity College. 1908. [Edited by the Librarian, William N. C. Carlton.]

The Trinity College Bulletin, Vol. 10, No. 2. The Russell Collection, A list of books on Natural History in Trinity College Library. 1913. [Edited by the Librarian, Walter Benjamin Briggs.]

The Trinity College Bulletin, Vol. 10, No. 3. A list of Pamphlets in the Trinity College Library relating to The Bangorian Controversy. 1913. [Edited by Professor Arthur Adams.]

Trinity College Bulletin, Vol. 11, No. 2. Sanitary Science: A list of books in Trinity College Library acquired chiefly through the J. Ewing Mears Foundation on Sanitary Science. 1914. [Edited by the Librarian, Walter Benjamin Briggs.]

Trinity College Bulletin, Vol. 12, No. 2. Dedication of Williams Memorial. 1915.

Trinity College Bulletin, Vol. 13, No. 2. A list of Current Periodicals in the Libraries of Hartford. 1916. [Edited by the Assistant Librarian, Howard Rice Hill.]

PREFATORY NOTE.

The purpose of this little Handbook is to make the Library a more useful part of the College equipment than at present it is to some. It presents such facts and such information in regard to the contents of the Library and in regard to methods of their use as the experience of the Staff leads them to believe will be helpful. The average student knows little of catalogues, bibliographies, books of reference, and the like, and consequently sees in the Library little more than a quiet place to study and to do the required reading.

It is believed that some elementary instruction in the methods of organization and administration employed in a modern library will be useful, and will assist in the formation and development of the library habit, and so to the attainment of a liberal education. It will be agreed that one great benefit of a College training is the development of the ability to procure information as it is needed. No person is expected to remember the vast number of facts and figures brought to his attention in his undergraduate studies, but any well educated and well trained person should be able to procure information and data as they may be needed. Indeed, in these days, one might almost go so far as to say that this ability is the chief note of distinction of a well trained man.

The Library is the great storehouse of the accumulated experience and learning of the ages. Consequently, a mastery of the key to this storehouse becomes of the first importance; familiarity with the general principles and methods of library arrangement and administration indispensable.

This Handbook, then, is presented with the purpose of giving some hints in regard to library matters in general, and more detailed information in regard to our own Library in particular. It is offered in the hope that it may stimulate and foster the use of the treasures of the Library, and above all in the hope that it may promote the habit of cultural reading and literary browsing.



THE READING ROOM.

WILLIAMS MEMORIAL.

The Library occupies Williams Memorial. This building, completed in 1914, was erected with money given by the late J. Pierpont Morgan, LL. D., long a member of the Corporation, for a library and administration building, to be a memorial to his life-long friend John Williams, D. D., fourth President of the College and Fourth Bishop of Connecticut. In 1916 J. Pierpont Morgan, Esquire, son of the donor, made generous provision for the maintenance of the building and for the administration of the Library.

Williams Memorial is a modern fireproof building with shelf space for 170,000 volumes, and a Reading Room with seats for one hundred readers. The ground floor of the east wing is occupied by the administrative offices of the College.

THE LIBRARY IN GENERAL.

The main purpose of the Library is to supplement the instruction of the class-room and laboratory. It provides printed and other illustrative material which the students are required to consult or study in addition to the subject-matter of the lectures and text-books. Supplementary work of this nature is assigned by almost every department of instruction, and it forms an important and necessary part of the various courses of study.

The literary material thus used comprises (1) the best of the more recent works on the subjects taught, and (2) the most important of the authoritative and indispensable older books. To the first class belong over one hundred current periodicals and journals of learned societies. Substantial additions have recently been made in the modern literature of chemistry, economics, philosophy, history, psychology, physics, sanitary science, and engineering. The second class includes, in part, a good equipment for undergraduate needs in classical and other European lexicography, Greek and Latin epigraphy, modern European and English literature; the best editions of the complete works of many of the great astronomers, chemists, mathematicians, and physicists from the earliest times to the present; and an unusually full series of the public documents and state papers of the United States government from the formation of the Union to the present Congress.

The Reference Room contains 8000 volumes placed on open shelves for free and unrestricted use. These have been carefully selected so as to facilitate the academic work of the students, and to make readily accessible for purposes of general culture a representative body of the best literature on all subjects. The Librarian and his assistants aid the students in their use of the books, and assist them in the many other ways which their position makes possible.

Many single works of great value and interest are contained in the collection. Among them are : two Greek manuscripts of the twelfth century, several illuminated Latin Books of Hours of the fourteenth and fifteenth centuries, fine examples of books printed before the year 1500 (Incunabula), rare mathematical and medical works of the sixteenth, seventeenth, and eighteenth

centuries, an exceptionally fine copy of Audubon's great work, "Birds of America," and first editions of the books of many English and American writers whose works form a permanent part of literature.

The Library now numbers over 80,000 volumes and 45,000 pamphlets. The funds, from which its income for the purchase of books is derived, are the following:

THE BURGESS FUND, founded in 1843 by a gift of \$500 from the Rev. George Burgess, of Hartford, afterward Bishop of Maine.

THE ELTON FUND, founded in 1854 by a gift of \$5000 from John P. Elton, Esq., of Waterbury.

THE SHEFFIELD FUND, founded in 1856 by a gift of \$5000 from Joseph E. Sheffield, Esq., of New Haven.

THE PETERS FUND, founded in 1858 by a legacy of \$3000 from the Hon. John S. Peters, LL.D., of Hebron.

THE THOMAS RUGGLES PYNCHON ALUMNI LIBRARY FUND, founded in 1859 by subscriptions from the Alumni, and now amounting to about \$3300.

THE ATHENAEUM FUND, founded in 1870 by a gift of \$300 from the Athenaeum Literary Society.

THE NORTHAM FUND, founded in 1887 by a legacy of \$12,000 from Charles H. Northam, Esq., of Hartford.

THE SAMUEL HART FUND of \$2500, founded in 1901 by Alumni in honor of the Rev. Samuel Hart, D.D., D. Can. L., LL.D., of the class of 1866, formerly Professor of the Latin Language and Literature.

Other special funds are:

THE JACOBS LIBRARY FUND, established in 1888 by a legacy of \$500 from the Rev. James G. Jacobs, of the class of 1847. The income of this fund, amounting to about \$20 annually, is expended in the purchase of text-books, which are loaned to students of very limited means.

THE ROBERT HITCHCOCK CANFIELD LIBRARY FUND, founded April 29, 1905, by a gift of \$2000 from Mrs. R. H. Canfield, of Hartford, Connecticut, in memory of her husband. The income of this fund is to be used exclusively for necessary binding in the College Library.

In view of the great expense involved in the purchase of even the works most necessary to keep the Library abreast of the de-

velopment of modern science and learning, the generous aid of the Alumni and friends of the College is especially invited to the increase of these funds and the establishment of new ones.

Title XV, Section 2, of the Statutes of Trinity College provides that "A book shall be kept by the Librarian, in which shall be inscribed the names of all contributors to the Library, together with a list of the books which they have contributed. And if any person shall make a donation of books to the value of five hundred dollars, his name shall be conspicuously inscribed in some appropriate place in the Library."

Every book given to the Library is duly acknowledged, inscribed with the name of the donor, and recorded in the Annual Report of the Librarian, a copy of which is sent to each donor of a book or pamphlet. The Librarian will be glad to inform Alumni and friends of the College of the departments in which their gifts will be most effective in meeting pressing needs.

Books may be taken by the following persons: Members of the Corporation, benefactors of the College, its officers, graduates, and undergraduates. The privileges of the Library are also extended to the citizens of Hartford, and to other persons, as the President may approve.

OTHER LIBRARY FACILITIES IN HARTFORD.

There are also available and accessible to the students the six collections of books named below. These comprise, with the College Library, over 400,000 volumes, exclusive of pamphlets and manuscripts.

THE HARTFORD PUBLIC LIBRARY. All students of the College are allowed, upon special conditions prescribed by the authorities, to make use of the well-selected collections in the Hartford Public Library. The Library, which is located on the first floor of the Wadsworth Athenaeum, consists of over 90,000 volumes, and it is open on week days from 9 a. m. to 8 p. m. On Sundays, its Reading and Reference rooms are open from 1 p. m. to 7.30 p. m. The Librarian prepares lists of references on current topics, which are of considerable service to the students. The current numbers of over 250 periodicals are on file in the Reading Room.

THE WATKINSON LIBRARY OF REFERENCE. The collection of the Watkinson Library, numbering over 75,000 volumes, is entirely free for consultation by all students of the College. It is located

on the second floor of the Wadsworth Athenaeum, and is open on week days from 9.30 a. m. to 5.30 p. m. It is especially rich in works on the Fine Arts, Romance Languages, English Philology and Literature, English and American History, and in sets of the Transactions and Proceedings of Foreign Scientific and Learned Societies.

LIBRARY OF THE CONNECTICUT HISTORICAL SOCIETY. Through the courtesy of the Connecticut Historical Society, its Library and Museum, located in the Wadsworth Athenaeum, are accessible to the public free of charge. The library contains over 30,000 volumes, 35,000 unbound pamphlets, and 50,000 manuscripts. It is open on week days from 9.30 a. m. to 5.30 p. m. It offers exceptional facilities for thorough research, not only in all subjects relating to the history of Connecticut and New England generally, but also in many departments of general American history.

CONNECTICUT STATE LIBRARY. This collection of about 75,000 volumes and over 50,000 manuscripts relating to the early history of Connecticut is open to the public, for reference use, from 9 a. m. to 5 p. m., except on Sundays. It comprises a Legislative Reference Department, a Department of Archives and History, and the Supreme Court Law Library. The last makes accessible a commendably complete collection of the statute and case law of English-speaking people, and the more recent codes of many of the other countries. Students who intend to enter on the study of law may profitably avail themselves of its resources.

HARTFORD BAR LIBRARY ASSOCIATION. A reference law library of some 7000 volumes in the County Building. It comprises also a small circulating department, from which books may be borrowed by any member of the Hartford County Bar, or by any one else on written introduction by a member.

THE CASE MEMORIAL LIBRARY. The Case Memorial Library of the Hartford Theological Seminary, on Broad Street, near Farmington Avenue, is equalled in its special fields by few, if any, libraries in this country. It numbers over 90,000 volumes and 49,000 pamphlets. It is open every week day from 8 a. m. to 9.30 p. m., and students may have free use of its books both for consultation and withdrawal. It is especially rich in collections of documents relating to Church history; in works dealing with textual criticism; in the literature of the Reformation and in the literature of modern missions; in Patristics, Lutherana, Orientalia, and in English Hymnology.

CLASSIFICATION.

The books in the library are arranged by subject by means of two systems of classification: the Expansive, or Cutter Classification in the Reading Room, and the Decimal, or Dewey Classification in the Stack.

The Expansive Classification divides books and subjects into twenty-six classes, designated by letters of the alphabet, with additional letters for subject subdivisions, and numbers for country and language subdivisions. The following outline gives the principal classes used in the reading room.

A Bibliography, encyclopedias, indexes, general reference books.

B Philosophy, logic, psychology, ethics, religion.

C Judaism, Christianity, Bible, theology.

D Church history, missions.

E Collective biography.

F History, social life and customs.

G Atlases, gazetteers.

H Social sciences, economics.

IK Education.

J Political science.

K Law.

L Science: mathematics, physics, chemistry.

M Geology, paleontology, biology.

N Botany.

O Zoology.

P Vertebrates, anthropology.

Q Medicine, hygiene, sanitary science.

R Technology.

S Engineering, construction.

T Engines.

U Military and naval science.

V Athletics, recreative arts, music.

W Fine arts.

X Dictionaries.

Y Literature.

Z Authorship, rhetoric, oratory, debating.

B for instance means philosophy, BG, metaphysics, BH, logic, BI, psychology, BM, ethics; J means political science, JT, national constitutions, and JT83, constitutional history of the United States; F, history, F45, history of Great Britain; Y, literature, Y45, English literature.

The Decimal Classification has ten main classes for its foundation, expressed as hundreds.

- 000 General works, bibliography, encyclopædias.
- 100 Philosophy, psychology, logic, ethics.
- 200 Religion, Bible, theology, church history.
- 300 Sociology, political science, economics, law, education.
- 400 Philology.
- 500 Natural science.
- 600 Useful arts; medicine, engineering, agriculture.
- 700 Fine arts; architecture, sculpture, painting, music.
- 800 Literature.
- 900 History, geography, travel, biography.

Each class is separated into nine divisions and these into nine sections, and so on, by the decimal principle, as

- 300 Sociology.
- 310 Statistics.
- 320 Political science.
- 330 Economics.
- 340 Law.
- 350 Administration.
- 360 Associations and institutions.
- 370 Education.
- 380 Commerce, communication.
- 390 Customs, costume.

In the number 973.7 which is used for United States History, Civil War period, 9 stands for history, 7 for North America, 3 for the United States, while 7 brings the classification down to the period division.

THE CATALOGUE.

The catalogue forms a valuable key to the resources of the Library, and practice in using it is advantageous for every user of the Library.

Every book in the Library that has been catalogued is represented in the catalogue by one or more cards: an author card, a subject card, and if the title is distinctive, a title card. These are filed in one alphabetic order, so that the catalogue is called a dictionary catalogue. Maeterlinck's *The Wrack of the Storm*, for example, has three cards in the catalogue, an author card under Maeterlinck, a subject card under EUROPEAN WAR, 1914—, and a title card under "The Wrack of the Storm." It is well to remember in a case like this to look for the first word of the title not an article, for *Wrack* and not for *The*.

There are also cards referring from one subject to another, and from one form of name to another. LITERATURE,

MEDIEVAL, see MIDDLE AGES. LITERATURE refers from a heading that is not used in the catalogue to one that is used. Lubbock, John, 1st Baron Aveburg, see Aveburg, John Lubbock, 1st Baron, is a name reference, while Pindar, Peter, pseud. see Wolcot, John is another variety of name reference.

Many of the Library of Congress printed cards give full contents notes for an author's complete works and for collections by several authors. When looking for an English play, an examination of entries in the catalogue under ENGLISH DRAMA: COLLECTIONS as well as under the author's name may save one considerable searching for the particular title desired.

The catalogue should answer the following questions:

- 1 What works by a certain author are in the library?
- 2 What books about a certain subject or person does the library have?
- 3 Does the library have a book by a certain title?

Each card has in the margin at the left a number known as the call number. This is made up of two lines, the class number which shows where the book is shelved, and the book number, consisting of a letter followed by two or more figures, which stands for the author's name. Some of the older cards do not have this form of call number. A star combined with the call number means that the book is a quarto or folio in size and is shelved with the oversized books of its class. Cards for books in special collections, such as the Quick Collection or the Ferguson Collection, are marked with the name of the collection. The call number, together with the name of any special collection to which the book may belong, should be given to the desk assistant, who will find the book by this clue. If the author and title are also given, he may be able to identify the book more readily.

The subject side of the catalogue is not complete at present, but it is hoped that in time this weakness may be remedied, so that the catalogue will more adequately represent the contents of the library.

REFERENCE BOOKS.

Reference books are the foundation of a library of this kind, for an immense amount of information is stored away in small space, available for the student who knows where to look for it. Bibliographies, dictionaries, encyclopædias, and indexes are in constant use in a reference library, and discrimination in selecting the proper work to consult will greatly assist in finding material.

DICTIONARIES.

Dictionaries offer much more than simply definitions of words. Pronunciation, derivation, local and obsolete usage, specimens of correct use of words and phrases are emphasized to a greater or less degree in various dictionaries. Webster's International Dictionary is an authority for concise definitions, giving a brief account of the derivation of words. The Standard contains many newer scientific terms, and gives the preferences of various authorities on pronunciation. The Century Dictionary excels in definitions, many of which are nearly as full as encyclopædia articles, while the Cyclopædia of Names and the Atlas are useful volumes. Murray's dictionary, known also as the Oxford English Dictionary, which is not yet completed, represents most scholarly work and cannot be approached as an authority for derivation and history of words.

The library has also a good collection of representative foreign dictionaries.

ENCYCLOPEDIAS.

HOW TO USE ENCYCLOPEDIAS.

(From Kroeger's Guide to the use and study of reference books pp. 20-21)

In using general encyclopedias, the student should bear in mind the following points:—

(a) Whether the information wanted would be affected by the date of the article.

(b) Whether the article wanted should be a brief statement or a more exhaustive treatise on the subject. Whether it should be technical or popular.

(c) Whether the encyclopedia in hand enters under the general or the specific subject. In the Britannica one would find the smaller subjects treated under the class which includes them; in the New International and others they are usually to be found under their own headings.

(d) To use the indexes and cross-references if the subject is not treated under the word for which one looks.

(e) To observe the bibliographic references at the end of the articles and follow up a subject by consulting the best authorities on it.

(f) To note whether or not the articles are signed.

On the reference shelves the student will find the best American, English, French, and German encyclopedias. The New International, second edition, is an American work treating specific subjects briefly under their names, and is more up to date than the American, or Appleton's Cyclopædia. The Eleventh

Edition of the *Encyclopædia Britannica* offers more exhaustive signed articles under more general headings, while the Index Volume guides one to material that may be hidden in some article related in subject. French encyclopædias are represented by Larousse's *Grand Dictionnaire Universel du XIXe Siècle Français*, and the *Nouveau Larousse*; German encyclopædias by Brockhaus' *Konversations-Lexikon*, and Meyers *Grosses Konversations-Lexikon*. Encyclopædias and dictionaries of special subjects, as Monroe's *Cyclopedia of Education*, are shelved with other books on the same subject in the reading room.

BIOGRAPHY.

For biography one should consult first the *Dictionary of National Biography*, and *Who's Who*, for Englishmen, Appleton's *Encyclopedia of American Biography*, Lamb's *Biographical Dictionary of the United States*, the *National Cyclopedia of American Biography*, and *Who's Who in America*, for Americans, *Qui êtes vous?* for Frenchmen, and *Wer ist's* for Germans, remembering that biographical dictionaries of the *Who's Who* variety treat only of contemporaries. Encyclopædias, general biographical dictionaries, and biographical dictionaries of special classes of men may also be used for this purpose.

PERIODICALS.

Some of the most valuable reference material in the library is in the form of periodical literature. Not only the latest discoveries of science but leading thoughts in other departments of knowledge make their first appearance to the reading world through sound articles in current periodicals. Back files of bound periodicals are especially rich as a source for reference material, and the library is well equipped with a good collection of useful periodicals. A list of current periodicals received by the Library is included in this Handbook.

PERIODICAL INDEXES.

It would take a long time to find a particular periodical article in the large number of bound and unbound volumes if it were not for periodical indexes. These useful library tools make it possible for one to look up by author or subject articles helpful in preparing papers or discussions, for the index will give the volume and page, and often the date and year, of each

article indexed. After some experience, one can readily select the kind of article he wishes to read by noticing whether the periodical containing it belongs to the popular or to the technical and scholarly type. Several of the periodical indexes index also a select number of books of essays or monographs on different subjects.

The following indexes are kept on the north wall of the reading room, and near them is posted a list of periodicals in the library which are indexed in Poole, the Readers' Guide, and the Readers' Guide Supplement.

GENERAL INDEXES.

Poole's Index to Periodical Literature, 1802-1907. 2v. and supplement, 5v.

Indexes 427 general periodicals.

Annual Library Index, 1906-10. 5v.

Indexes about 100 leading periodicals, but is superseded by Poole's

Index and the Readers' Guide. Useful for index of dates.

Readers' Guide to Periodical Literature, 1900-date.

Cumulations, 1900-1904; 1905-1909; 1910-1914. 3v.

Annual volumes. 1914-date.

Monthly numbers, with quarterly cumulations, for current year.

Indexes over 100 periodicals and reports.

Readers' Guide to Periodical Literature; Supplement, 1913-date.

Cumulation, 1907-1915. 1v.

Annual cumulations, 1913-1916. 4v.

Bi-monthly numbers, cumulating throughout the year.

Indexes about 75 less popular and more specialized periodicals.

Magazine Subject Index, 1907-date. 9v.

Annual. Indexes over 150 American and English periodicals not indexed in Poole or Readers' Guide.

New York Times Index, 1913-date. Issued quarterly.

Useful even if the library does not have a file of the New York Times.

SPECIAL INDEXES.

A. L. A. Index: an Index to General Literature; 2d ed. brought down to Jan. 1, 1900. 1901.

A. L. A. Index; Supplement. 1900-1910. 1914.

Indexes by subject parts of books.

A. L. A. Portrait Index. 1906.

"An index to portraits contained in printed books and periodicals." (Krøger.)

Dramatic Index (part two of Magazine Subject Index) 1909-date. 7v.

Annual. "Indexes about 150 American and English periodicals.

Covers books as well as the periodical press." (Preface.)

Engineering Index, 1896-1905. v. 3-4.

Indexes about 200 technical periodicals in six different languages.
Engineering Index Annual, 1906-1908. 3v.

Indexes 250 technical and engineering periodicals in six different languages.

Richardson, E. C. Alphabetical Subject Index and Index Encyclopædia of Periodical Articles on Religion, 1890-1899. 1907. 2v.

AIDS FOR DEBATERS.

THEORY OF DEBATE.

Alden. The Art of Debate. 1904.

Baker and Huntington. The Principles of Argumentation.

Revised edition. 1905.

Laycock and Scales. Argumentation and Debate. 1904.

MacEwan. The essentials of Argumentation. 1904.

Intercollegiate debates. 1909-13. 4v.

SPECIMENS.

Johnson. American Eloquence. 1896-97. 3v.

Library of Oratory. 1902. 15v.

Modern Eloquence. 1901-03. 15v.

REFERENCES ON SUBJECTS FOR DEBATE.

Brookings and Ringwalt. Briefs for Debate on Current Political, Economic, and Social Topics. 1906.

"Gives concise statements of the principal arguments, *pro* and *con*, on a large number of important topics with reference to books and magazine articles where the various arguments may be found treated at greater length. Contains no references of a later date than 1895."

Ringwalt. Briefs on public questions with selected lists of references. 1905.

"Does not duplicate all the subjects in 'Briefs for Debate,' but is more recent in its treatment of some of the topics." (Krøger.)

Matson. References for Literary Workers with Introductions to Topics and Questions for Debate. 1892.

"Covers a wider range of subjects than either of the preceding, including in addition to questions of politics and economics many topics in the fields of biography, history, education, literature, art, science, philosophy, ethics, and religion. Under each topic is given a short analysis of the question followed by a list of references."

Debaters' Handbook Series, 1910-14. 10v.

"Each volume treats a separate subject and gives, in general, briefs, a bibliography, and selected extracts from the more important articles on the subject." (Krøger, Sup.)

Other references to more recent material may be found through the periodical indexes.

GOVERNMENT DOCUMENTS.

The library is a depository for U. S. public documents, which are shelved on the fifth floor of the stack. Here are to be found the Congressional set of government documents arranged by serial number, and many other documents issued by departments and bureaus. For the student of history, economics, and sociology these may be of great value. Connecticut state documents and a selection from the documents of other states are also kept on this floor of the stack. The publications of the Smithsonian institution, on account of their notable scientific interest, are kept with the books on science on the fourth floor of the stack.

INDEXES TO U. S. PUBLIC DOCUMENTS.

Poore, B. P. Descriptive Catalog of the Government Publications of the United States, Sept. 5, 1774—March 4, 1881.

"General arrangement is chronological. with author and subject index."

Tables and Annotated Index to the Congressional Series of United States Public Documents. Wash. 1902.

"It gives a list of the documents of the 15th to the 52d Congress inclusive, with a full annotated index." (Krøger.)

Ames, J. C. Comprehensive Index of the Publications of the United States Government, 1881-93. Wash. 1905. 2v.

"Includes publications of departmental and congressional sets, with author index."

Comprehensive Index; Catalogue of the Public Documents, March 4, 1893-date.

"Issued at the close of each regular Congress. Includes departmental and congressional sets."

Consolidates Index, 1895-date.

Known also as the Document Index.

"An index to the subjects of the documents and reports, and to the committees, senators, and representatives presenting them. From the first session of the 54th Congress to date. Includes only congressional set. Alphabetic by author and subject."

Monthly Catalogue, 1895-date.

"Priced list by bureau and division (formerly by department), a monthly index, 1900-05, a cumulative index every six months, with annual index in December. The special value of the catalogue is to show how and where documents may be obtained and the prices of those available for distribution."

CARNEGIE INSTITUTION PUBLICATIONS.

The publications of the Carnegie institution of Washington, covering as they do such a wide range of subjects in science,

literature, history, etc., deserve to be mentioned here as a valuable mine for research work. They include Hasse's Index of Economic Material in the Documents of the States. The books are kept on the fourth floor of the stack, and a list of these publications is kept at the desk.

TRADE BIBLIOGRAPHIES.

While the collection of trade bibliographies in the library is far from complete, attention is called to the helpfulness of these bibliographies in compiling lists for reading and reference, and for ordering books for purchase. Students collecting libraries of their own should familiarize themselves with American and English bibliographies, publishers' and second hand dealers' catalogues. The following bibliographies are the most useful.

AMERICAN.

U. S. Catalog: Books in Print, January 1, 1912. 1912.

Author, title, and subject list.

Cumulative Book Index: Annual Cumulation, 1912-1916. 5 v.

Author, title, and subject list.

Cumulative Book Index.

Monthly author, title, and subject list, cumulating monthly, quarterly, and annually.

Publishers' Weekly.

Author list, with monthly cumulation arranged by author, title, and subject.

ENGLISH.

Reference Catalogue of Current Literature. 1913. 3 v.

Publishers' catalogues of books in print in 1913, with author, title, and subject index.

English Catalogue of Books, 1900-1915. 6 v.

Annual author and title list.

RESERVED BOOKS.

Books assigned by Instructors for the use of the members of their classes are withdrawn from circulation, and are placed on shelves back of the Charging Desk. They may be taken from the Library only at the closing hour, and must be returned on the re-opening of the Library. The fine for a failure to return a reserved book at the assigned time is twenty-five cents a day.

NEW BOOK SHELVES.

On the shelves above the current periodical shelves are placed the more interesting and more important of the new books as they are catalogued. Students will find it profitable to form the habit of looking over these shelves from time to time.

INTER-LIBRARY LOANS.

Through the courtesy of other Libraries, the Library of Trinity College is able to borrow for the use of members of the Faculty books not in our collection. These books are loaned to the Library not to individuals, on the express condition that they be used only within the Library itself.

PERIODICALS CURRENTLY RECEIVED.

A. L. A. Book List
 Academy of Natural Sciences, Proceedings of
 Actuarial Society of America—Transactions of
 Advocate of Peace
 American Defense
 American Economic Review
 American Economist
 American Historical Review
 American Iron and Steel Institute Monthly Bulletin
 American Journal of Anatomy
 American Journal of Archæology
 American Journal of Philology
 American Journal of Physiology
 American Journal of Public Health
 American Journal of Science
 American Mathematical Monthly
 American Museum Journal
 American Naturalist
 American Political Science Review
 American Society of Mechanical Engineers, Journal of
 American Statistical Association, Publications
 Americus, The
 Anatomical Record
 Anatomischer Anzeiger
 Annalen der Physik (mit Beiblätter)
 Annales de Chimie et de Physique
 Annales Politiques et Littéraires
 Annals of the American Academy of Political and Social Science
 Annals of Mathematics
 Archiv für die Gesamte Psychologie
 Army and Navy Journal
 Art and Archæology
 Athenæum, (London)
 Atlantic Deeper Waterways Association, (Bulletin)
 Atlantic Monthly
 Babson's Reports
 Berliner Philologische Wochenschrift
 Bird Lore
 Book Review Digest
 Boston Public Library (Bulletin)
 Bulletin (New York State Industrial Commission)

Bulletin of Agriculture and Commercial Statistics
 Bulletin of the Alliance Française
 Bulletin of the American Association of University Professors
 Bulletin of Bibliography
 Bulletin of the Geological Society of America
 Bulletin of the Pan American Union
 Bureau of Standards—Technical Papers
 California University Publications in Zoology
 Carnegie Library of Pittsburg (Monthly Bulletin)
 The Casualty Actuarial and Statistical Society of America—Proceedings
 Century Magazine
 Chemical News
 Chemical Society (London) Journal
 Chemisches Centralblatt
 Chinese Student Monthly
 Christian Science Journal
 Christian Science Monitor
 Christian Science Sentinel
 Christian Workers Magazine
 Chronicle, The
 Church Helper, The
 Church Times, The
 Churchman, The
 Clarion, The
 Classical Journal
 Classical Philology
 Classical Review
 Colby Alumnus
 Colonnade
 Columbia University Quarterly
 Commercial and Financial Chronicle
 Connecticut Churchman
 Connecticut State Board of Health
 Cumulative Book Index
 Current Opinion
 Dial
 Doherty News
 Eastern & Western Review
 Economic Geology
 Economic Journal
 Edinburgh Review
 Edison Monthly
 Educational Review
 Electrical World
 Engineering News-Record

English Journal
 Faraday Society Transactions
 Filipino People
 Fins, Feathers, and Fur
 Fliegende Blätter
 Foi et Vie
 Folia Neuro-Biologica
 Friendens Warte
 Geographical Review
 Geologische Rundschau
 Girls' Friendly Society in America
 Harper's Monthly
 Hartford
 Hartford Courant
 Harvard Graduates' Magazine
 Harvard Theological Review
 The Health Bulletin—North Carolina
 Health News
 Hibbert Journal
 Horae Scholasticae
 Illinois Biological Monographs
 Illinois Health News
 Illustrated London News
 L'illustration
 L'illustratione Italiana
 Independent, The
 Insurance Age
 Insurance Journal
 Intercollegiate Socialist
 International Journal of Ethics
 International Music and Drama
 Jahrbücher für Nationalökonomie und Statistik
 Jahresbericht u. d. Fortschritte d. klass. Altertumwissenschaft
 Japan Society Bulletins
 Johns Hopkins Alumni Magazine
 Johns Hopkins University Circular
 Journal of Agricultural Research
 Journal of American Chemical Society
 Journal of American Folk-lore
 Journal of the American Medical Association
 Journal of the American Public Health Association
 Journal of the American Water Works Association
 Journal of Animal Behavior
 Journal of Comparative Neurology
 Journal of Experimental Zoölogy

Journal of Geology
 Journal of Industrial and Engineering Chemistry
 Journal of Morphology
 Journal of Philosophy, Psychology, and Scientific Method
 Journal de Physique theorique et appliquée
 Journal of Political Economy
 Journal of Race Development
 Journal de l'Université des Annales
 Library Journal
 Literary Digest
 Living Church
 London, Edinburgh & Dublin Philosophical Magazine
 London Times (weekly edition)
 Medical Brief
 Medical Times
 Metropolitan Museum of Art (Bulletin)
 Michigan Alumnus
 Michigan Churchman
 Mind
 Modern Language Notes
 Modern Language Review
 Modern Philology
 Monthly Weather Review
 Museum of Fine Arts (Bulletin) (Boston)
 Musical Quarterly
 Nation (New York)
 National Association of Corporation Schools
 National Geographic Magazine
 Nature
 Nebraska University Studies
 New York Libraries
 New York Zoological Society Bulletin
 North American Review
 Numismatists (The)
 The Other Side of Prohibition
 Our Dumb Animals
 Our Four-footed Friends
 Outlook, The
 Pacific Churchman
 Panama Canal: Report of Dept. of Health
 Parish of the Good Shepherd
 Pennsylvania Department of Agriculture Bulletin
 Pennsylvania Health Bulletin
 Pennsylvania Magazine of History and Biography
 Phi Beta Kappa Key

Philippine Review
 Philologus
 Philosophical Review
 Physical Review
 Political Science Quarterly
 Popular Astronomy
 Power
 Pratt Institute Free Library
 Princeton Alumni Weekly
 Proceedings of the Academy of Political Science
 Protectionist, The
 Psychological Bulletin
 Psychological Review
 Public Health (Michigan State Board)
 Public Health Bulletin (Massachusetts)
 Public Health Bulletin U. S. Treasury
 Public Health Reports U. S. Department Public Health
 Publishers' Weekly
 Quarterly Journal of Economics
 Quarterly Journal of Microscopical Science
 Quarterly Review
 Radium
 Readers' Guide to Periodical Literature
 Readers' Guide Supplement
 Revue Chrétienne
 Revue d' Histoire littéraire de la France
 Revue Philosophique
 Rheinisches Museum für Philologie
 Romania
 Romanic Review
 Royal Society of Canada, (Transactions)
 Scandinavian Review
 School
 Science
 Scientific American
 Scientific American Supplement
 Scientific Monthly, The
 Le Semeur
 Scribner's Magazine
 Social Hygiene
 Spectator
 Spirit of Missions
 Square Deal
 Survey, The
 Technology Review

Temperance
 Travelers' Standard
 Trinity Tripod
 Über Land und Meer
 United States. Bulletin of the Bureau of Labor
 United States. Bulletin of the Bureau of Standards
 United States. Bulletin of the U. S. Dep't. of Agriculture
 United States. Catalogue of Copyright Entries
 United States. Congressional Record
 United States. Crop Report
 United States. Daily Consular and Trade Reports
 United States. Experiment Station Record
 United States. Farmers' Bulletin
 United States. Immigration Bulletin
 United States. Monthly Catalogue U. S. Public Documents
 United States. Monthly Consular and Trade Reports
 United States. Monthly Summary of Commerce and Finance
 United States. Naval Medical Bulletin
 United States. Weekly News Letter to Crop Correspondents
 Wall Street Journal
 Washington University Studies
 Western Electric News
 William and Mary College Quarterly Historical Magazine
 Without the Camp
 World Peace Foundation
 Yale Review
 Zeitschrift für Analytische Chemie
 Zeitschrift für Anorganische Chemie
 Zentralblatt für Bibliothekswesen

GENERAL RULES AND REGULATIONS.

All of the Rules of the Library are designed to secure the greatest measure of usefulness to the largest number of the users of the Library, and the hearty support and cooperation of all in their observance is asked.

Loud talking in any part of the Library is prohibited.

The Library will be open daily, except Saturday and Sunday, in term time, from 8.50 A. M. to 12.45 P. M.; from 1.45 P. M. to 4.45 P. M.; and from 7.30 P. M. to 10.00 P. M. On Saturdays the Library will be open only from 8.50 A. M. to 12.45 P. M.; On Sundays only from 7.30 P. M. to 10.00 P. M.

The Library will be closed on those days designated as Holidays in the College Catalogue.

Students borrowing books for the first time must sign a registration card at the Charging Desk, and must sign the charge slip each time a book is borrowed.

Books must not be taken from the Library until they have been charged. Failure to have a book charged is a serious offence, and will subject the offender to fine or other discipline as the case may require.

Ordinary books are loaned for a period of two weeks, and generally may be renewed for a like period. Application for renewal must be made in person, and the book to be renewed must be presented at the Charging Desk.

Reserved books and current numbers of periodicals may be taken out at the closing of the Library for the day, but must be returned before 8.50 the next morning, except that such works taken out at the closing of the Library on Saturday shall be returned on the opening of the Library at 7.30 Sunday evening.

Readers must not write or otherwise mark on any book, map, manuscript, or other property of the Library.

Any book is subject to recall at any time. Books recalled must be returned at once; a fine of twenty-five cents a day will be charged in case of delay.

The Librarian may at his discretion send a messenger for an overdue book at the expense of the borrower.

Unbound books and other than numbers of periodicals may be drawn for a period of one week. Current numbers of periodicals may be drawn on the same conditions as reserved books.

A fine of two cents a day will be imposed for each day an ordinary book is overdue. But a fine of twenty-five cents a day will be exacted for failure to return a reserved book at the

specified time. No books will be loaned to a person who has incurred a fine till the fine is paid and the book returned.

All books must be returned to the Library on or before the days immediately preceding the beginning of the Christmas, Easter, and summer vacations.

Students leaving Hartford for a period longer than one week must first return all books belonging to the Library.

A book lost or injured must be replaced or proper damages paid. In case the missing volume cannot be procured separately, the entire set must be replaced.

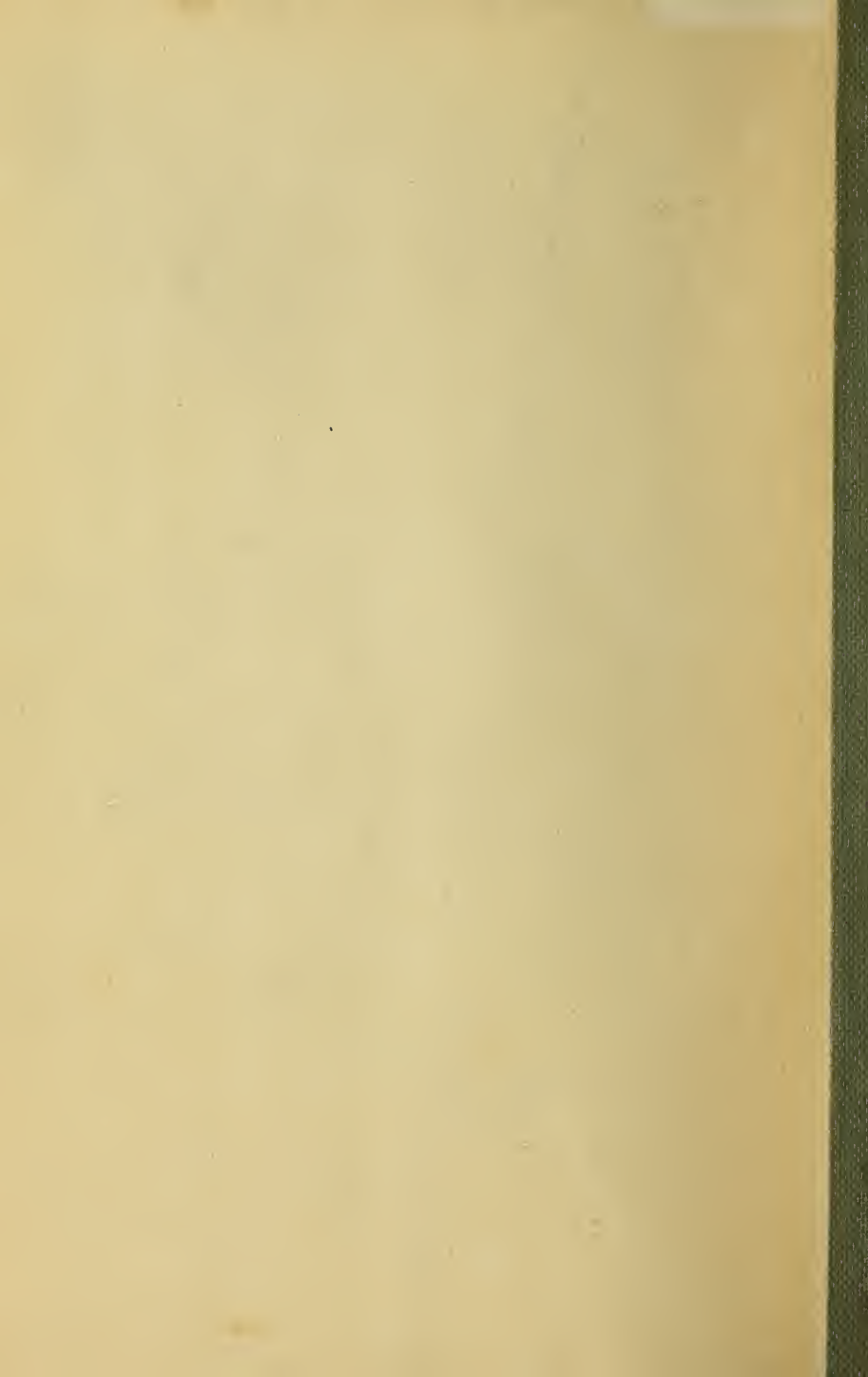
Works which are rare, costly, or which for other reasons are unsuited for general circulation, are lent only under special conditions and at the discretion of the Librarian.

All dictionaries, cyclopædias, and reference books generally are permanently reserved, and must under no circumstances be removed from the Reading Room except by special permission of the Librarian. Such books are always to be used with due regard for the rights of others.

The Library does not undertake to provide dictionaries for the regular and continuous use of any student; nor does it provide or lend text-books. The attention of students is called, however, to the Jacocks Lending Library.

The book-stacks are not open to the students. But on application to the Librarian, students may be admitted to the stacks for specified periods and for approved purposes.

No student will be recommended for a degree until he has paid all fines and has returned in good order every book he has borrowed; or has deposited with the Treasurer a sum sufficient to replace any unreturned book. In case the unreturned book be one of a set, if the volume cannot be purchased separately, the deposit must be equal to the value of the whole set.



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